## F

## How to setup your email certificate in Outlook

- 1. Open Outlook
- 2. Select File



3. Select Options :



## 4. Select Trust Centre:

neral	General options for working with Outlook			
sil	Contrar options for working with outlook			
lendar	User Interface options			
ople	Show Mini Toolbar on selection			
sks	C Enable Live Preview			
arch	ScreenTip style: Show feature descriptions in ScreenTips			
nguage	Personalize your copy of Microsoft Office			
vanced	User name: joecop@trustfactory.net			
stomize Ribbon	Initials: J S			
ick @ess Toolbar	Always use these values regardless of sign in to Office.			
d-ins	Office Background: No Background *			
ist Center	Office Theme: Colorful 👻			
0	Start up options			
	Source Make Qutlook the default program for E-mail, Contacts, and Calendar	Default Programs		
	Attachment options			
	For files I choose from OneDrive or SharePoint:			
	<ul> <li>Ask me how I want to attach them every time</li> </ul>			
	<ul> <li>Always attach them as cloud files</li> </ul>			

5. Select Trust Centre Settings:

Outlook Options			?	×
General	Help keep your documents safe and your computer secure and healthy.			
Mail	• • • • • • • • • • • • • • • • • • •			
Calendar	Security & more			
People	Visit Office.com to learn more about protecting your privacy and security.			
Tasks	Microsoft Trustworthy Computing			
Search	Microsoft Outlook Trust Center	C	al a	
Language		0	_	_
Advanced	The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.	Irust Cent	ter Settings	
Customize Ribbon		0		(
Quick Access Toolbar				
Add-ins				
Trust Center				

- 6. Select Email Security
- 7. Select Settings under Encrypted Email default settings which will open a popup allowing you to change security settings



- 8. Select Choose, which will prompt you to select the relevant signing certificate that you will like to enable in Outlook emails. Click on more choices if you do not see the certificate
- 9. Once you have selected the relevant certificate , click ok

Windows	Security	×
Select	a Certificate	
<b>श</b> ≡]	joesoap@trustfactory.net	
	Issuer: TrustFactory Client Issuing Certificate Authority	
	Valid From: 2019/10/10 to 2020/09/30	
	Click here to view certificate properties	
More ch	oices	
	Joe Soap Issuer: SRV-INT-TMGn2i3if Valid From: 2018/08/20 to 2020/08/20	
	Joe Soap Issuer: TrustFactory Client Issuing Certificate Authority Valid From: 2019/09/04 to 2020/09/04	
	joesoap@trustfactory.net Issuer: TrustFactory Client Issuing Certificate Authority Valid From: 2019/10/10 to 2020/09/30	
$\subset$	OK Cancel	

- 10. Note you would need to choose the certificate for first the signing certificate, and then for the encryption certificate sections, under the Change Security Settings
- 11. Once you have completed the above and have clicked ok, you may exit the open screens as you will have successfully linked your certificate to your email security settings.
- 12. To sign and encrypt, refer to the relevant document under support, that explains this process